



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
UNITED STATES ARMY GARRISON SCHWEINFURT
CMR 457
APO AE 09033

IMEU-SWF-ZA

20 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #1-8, Misplaced Child Procedures

1. Purpose: To provide policy and guidance when an elementary school child, who rides a school bus, fails to arrive home or to their alternative home care provider within 30 minutes of their expected time.

2. Applicability: This policy applies to all Soldiers, family members and civilian employees who reside in the Schweinfurt Military Community. Soldiers who knowingly violate the provisions of this memorandum are subject to punitive action under the Uniform Code of Military Justice (UCMJ). All other personnel who knowingly violate this policy are subject to adverse administrative action authorized by applicable law, rule or regulation.

3. Responsibilities:

a. Parent/Childcare Provider: Notify the School Bus Office at DSN 354-6677, CIV 09721-81355 and provide the child's name, bus route, child's description and attire, usual arrival time and possible playmates (See Enclosure 1).

If unable to contact the School Bus Office, contact the local Military Police (MP) DSN 354-6624/CIV 09721-96-6624 or the Community Operations Center, DSN 354-6708/6831 with the same information as above.

b. Parents/Childcare Providers for School Age Children: Notify DETMO office at DSN 354-6677/6236 or Civilian 09721-81355 or after hours at 0171-559-0078 or 0170-336-5031 and provide the same information for a School Age Child.

c. DETMO: Per DODEA Procedures DETMO will follow the instruction for the Lost Student Procedures. This affects any school age child who fails to arrive home or at their expected location. As outlined they will remain on duty, directly participating in the effort to locate the student (See Enclosure 2).

d. Provost Marshal will:

(1) Inform patrols to maintain vigilance for the misplaced child.

This Policy Memorandum supersedes Policy Memorandum #1-8, dated 14 Sep 04, and remains in effect until superseded or rescinded.

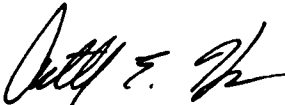
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(2) Perform a sweep of the neighborhood and question other bus riders if the child is not located within 1 hour.

(3) When DETMO personnel are unavailable, the MP's or COC will contact the contractor and request visual inspection of the bus in an effort to locate the child.

"PRIDE, PROFESSIONALISM, TEAMWORK"


ANTHONY E. HAAGER
LTC, QM
Commanding

2 Encls

1-Misplaced Child Procedures/Information

2-Lost Student Checklist

DISTRIBUTION

A

ENCLOSURE 1 (Misplaced Child Procedure/Information Checklist) to
IMEU-SWF-ZA
SUBJECT: Policy Memorandum #1-8, Misplaced Child Procedures

FOR: All Parents with Children Riding Government Provided School Buses

In the event that your child does not arrive home on the designated bus within 30 minutes of his/her normal arrival time:

During duty hours (0800-1630) contact the DETMO School Bus Office at DSN: 354-6677/6236 or Civilian 09721-81355.

After duty hours: in the event DETMO School Bus Office cannot be contacted on home phone number _____, contact the Military Police at DSN 354-6624 or Civilian at 09721-802160.

PLEASE HAVE THIS INFORMATION AVAILABLE WHEN YOU CALL

Child's name: _____

Bus route: _____

Child's Description: Height ____ Hair Color ____ Age ____ Race ____

Attire: _____

Usual arrival time at home: _____

Friends that ride the same bus: _____

Activities the child normally attends, sports, clubs, ect: _____

Sponsor's Name: _____ Unit: _____

Duty Phone: _____ Home Phone: _____

Housing or Local Address _____

Locating a child requires the cooperation of all agencies and parents so that the child can be reunited with the parents as soon as possible. Your assistance is greatly appreciated.

Enclosure 2 (Lost Student Checklist) to
IMEU-SWF-ZA
SUBJECT: Policy Memorandum #1-8, Misplaced Child Procedures

LOST STUDENT CHECKLIST

Time Notification Received: _____

Name of Person Calling: _____

Relationship to Student: _____

NOTE: IF PERSON CALLING IS NOT THE CHILD'S PARENT/GUARDIAN, OBTAIN
THE NAME, ADDRESS AND PHONE NUMBER OF THE PARENT/GUARDIAN.

NAME: _____ PHONE NUMBER: _____

NAME OF LOST STUDENT: _____

Age: _____ Height: _____ Weight: _____ Hair Color: _____ Eyes: _____

Last Seen Wearing: _____

Bus Number Student Rides: _____

Notification:	Time:	Office	Person	Phone#
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DETMO

Military Police

School

Parent

Found Student	Parent
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Military Police

DETMO _____